APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address	FOR RECORDS MANAGEMENT DIVISION USE		
DEPT. OF F&A DIVISION OF MANAGEMENT SYSTEMS BRANCH OF SYSTEMS AND PROGRAMMING 2200 PEACHTREE SUMMIT 401 W. PEACHTREE STREET ATLANTA, GA 30308	Date Received MAR - 2 1978	Application No. **78-21**	Date Completed MAR - 3 1978
	1. Application		2. Dept. Application No.

4. Person to Contact	5. Working Title	6. Telephone Number
C. RAWLINGS	MANAGER	586-5257

7. Action Requested

a. ☐ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☒ Amend Application No. ___74-238A___ Check One: ☐ Change; ☒ Supercede; ☐ Void

8. Dates of Series		9. Records Series Title *(followed by title used in office; if different)*
Earliest	Latest	
1972	Present	Automated System Development File

10. Division and Office Function — What is the function of the Division and the Office in which this record series is created?

SEE ATTACHED

11. Record Series Description — This file contains the following documents *(include form numbers and titles, if any):* Attach samples of the file.

Documents relating to: Designing and developing automated information systems for use in conducting various activities undertaken by MARTA.

Included are: Correspondence on system development, study design, cost summaries, program narratives, work programs, project reports, final integrated and system test results, final maintenance test results, and supportive papers.

File is arranged: Alphabetically by Project acronymn, numerically by Project step thereunder.

12. Monthly Reference Rate — How often are records referred to which are:

One to six months old ___3___ ; Seven to twelve months old ___1___ ; Thirteen to twenty-four months old ___1___ ;

twenty-five months and older ___1___ ?

13. Annual Rate of Accumulation of Records

Letter-size drawers ___1___ ; Legal-size drawers _____ ; Shelves _____ ; Other *(specify)* _____

3012 (3/76)

YES	NO	14. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series?
X		If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record? As stated by the Manager of Systems/Programming
	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? Tests results are print-out

15. Retention Requirements   The following requires the series to be kept:

a. State Law _____ years.	d. Audit period _____ years.	
b. Statute of limitation _____ years.	e. Administrative need _____ years.	
c. Federal law _____ years.	f. Federal retention instructions _____ years.	

Attach copy or excert of laws or regulations. Explain administrative need.

16. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

☐ Hold in the current files area _____ month(s) _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☐ Destroy.

☐ Transfer to State Archives for permanent retention.

☒ Other (Specify)

Upon installation and operation of each project system, place all project
development papers in inactive file; transfer to Authority's Records Center
Vault; maintain as current vital record, hold for life of system. Upon
termination of system, remove from vault, store in Record Center for 1 year,
then destroy.

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved	Department Records Management Officer	Date 2/27/78	Approved	Legal Counsel	Date 2/28/78
Approved	Division Head/Designee	Date 2/27/78	Approved	Division of Audit	Date 5/28/79
Approved	Department Head/Designee	Date 2/27/78	Approved	Department of Archives and History	Date 3-3-78
Approved	Records Management Analyst	Date 2/27/78	Approved	MARTA Management Advisory Committee	Date